

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position: Office Assistant (Typing)
Position #: 051-641-1379-025
Salary Range: \$2143 - \$2826
Issue Date: January 20, 2009
Contact: Laura Nicholls
(916) 323-1598
Location: Division of Audits
3301 C Street, Suite 700
Sacramento, CA 95816
Final Filing Date: Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

Under the direct supervision of a Principal Claim Auditor, the incumbent will perform clerical functions in the Operations Bureau as it relates to the processing of claim correction letters and claim schedules. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Process claim schedules through the receiving and release units by keying the information contained on the facesheet of the Claim Schedule (Form 218) into the claim tracking system.
- Act as backup to other areas in the office support unit. Answer telephone inquiries pertaining to specific claims on a computer tracking system.
- Review the claim correction letters for mathematical, grammar, and spelling errors prior to mailing them back to the State Agencies. Process the transfer letter claim schedules.
- Maintain daily and monthly Operations Bureau statistics as well as daily and monthly reports.
- Label and maintain contract files.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Suite 418
Sacramento, CA 95814